

the Baltimore Center has been authorized for fiscal year 1960, our accomplishments in some other areas of the program are below those of previous years.

Control of the totality of State and county records continues as a goal, although less attention was devoted to this phase of our work than in years past. Twenty-two schedules governing 262 record series were established for State agencies which were moving into new quarters. Also a number of schedules, approved during the first years of the program, were changed to permit the transfer of the records which they controlled into the Centers. The tangible results of our county records program were less encouraging. Nine schedules containing 117 record items were established; however, two laws enacted by the 1959 General Assembly should materially assist us in releasing badly needed records storage space in the county courthouses. This legislation permits conditional contracts of sale and trial magistrate's papers deposited with the Clerks of Court to be destroyed after a fixed number of years.

Reduction in the bulk of records through the substitution of microfilm copies for the originals remains an integral part of our records program. As stated in past reports, microfilming is usually employed when the original would otherwise be retained indefinitely or when a security copy is considered necessary. With depositories now available for the storage of records, proposals for future retirement by microfilming will receive even closer scrutiny. This year, 1,256,044 exposures were made of records for three State agencies and are contained on 220 reels of 16mm. microfilm. The records thus retired, as well as those destroyed without filming, amounted to 10,418 cubic feet, the equivalent of the space occupied by 1,736 letter-size filing cabinets. As in the past, we have continued to dispose of these unneeded records to various waste paper companies on a contractual basis. This year the State received \$2,869.77 from the sale of waste paper, of which \$1,596.59 was returned to the General Funds of the State. The remainder reverted to the Department of Employment Security which operates entirely on federal funds.

In addition to the retirement of records by microfilming, we again provided the Commissioner of the Land Office with microfilm copies of the currently recorded county land records and the State Tax Commission with copies of current deeds for its tax map program. We now film these records in five counties and supervise this work and